



TELECOMMUNICATIONS DIVISION

DIRECTORY LISTING COORDINATOR

BULLETIN 03-03

September 19, 2003

**SUBJECT: PRINTING DELAY TO THE 2003/2004 STATE TELEPHONE DIRECTORY
AND DIRECTORY PRICE REDUCTION**

ACTION:

- The Directory Listing Coordinators (DLCs) may provide a copy of this bulletin to others in your agency/department as needed to help obtain accurate telephone listings and **State Telephone Directory** (Directory) pre-orders.
- DLC's should continue to gather and submit updates to the Directory via diskette and signed hardcopy, on a monthly basis to the Department of General Services, Telecommunications Division (DGS-TD).
- Review and update your agency's current printed directory pre-order(s) and distribution addresses; submit changes to DGS-TD by Friday, September 26, 2003 as applicable.

BENEFITS:

- By delaying printing until after the special election, the most current directory listings possible will be able to be included in the next printed Directory.
- On-going updates submitted by DLCs enable the State Information Agents (formerly called State Telephone Operators) to provide callers with the most current Directory information.
- The printed Directory cost has been reduced to \$10 each. Agencies/Departments may take advantage of the price reduction to adjust existing or add new Directory pre-orders.

KEY POINTS:

- Due to the special election currently set for October 7, 2003, the dates for publication and distribution of the next printed Directory may be delayed to accommodate potential key administration changes.
- If there is no change in administration, Directory publication is planned for October 22, 2003, with distribution to agencies/departments in early November.
- If there is an administration change, there will be a delay of approximately six – eight months to allow time for key changes to occur and to be incorporated. Additional information will be provided later if Directory publication is delayed.
- DGS established a new, lower flat rate of **\$10 per directory**, which may create a desire to re-evaluate pre-orders. To ensure inclusion of any new or changed pre-orders for the October 22 print date, they must be received by **5:00 pm Friday, September 26, 2003**.

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- The DGS-TD will not take orders after the September 26 cutoff date (unless printing is delayed). Additional directories can be purchased from the [DGS Procurement Division \(PD\), Documents and Publications](#) after the print date. Directories purchased from the PD may be charged at the full price, which is estimated to be \$20 to \$30 per directory.

- FAX new or revised orders to:

Linda McFalls
Telecommunications Division
Office of Network Services
Fax #: 916-657-9683

- Mail new or revised orders to:

Linda McFalls
Department of General Services
Telecommunications Division G-23
Office of Network Services
601 Sequoia Pacific Blvd.
Sacramento, CA 95814-0282

BACKGROUND:

The ONS, Directory Services (DS) is responsible for continuously updating the on-line Directory at www.cold.ca.gov, and for publishing the paper copy of the State Telephone Directory on a biennial basis. The ONS DS relies solely on the information provided by monthly updates from the DLCs to update these directory listings. Your continued efforts to help the ONS maintain and provide accurate directory listings is much appreciated.

Refer to DLC Bulletins 03-01 and 03-02 for additional background information. To view previous DLC Bulletins, refer to the DGS Telecommunications website at www.td.dgs.ca.gov. Click on ONS Publications and scroll down to the DLC Bulletins listing. There is also a link to the DLC bulletins on the ONS Home Page at the same website.

If you have any questions regarding this bulletin, or need additional information or assistance, please contact Linda McFalls at (916) 657-9752, CALNET 8-437-9752, or by e-mail at Linda.McFalls@dgs.ca.gov.

Call the Resource Communications Center at 1-800-807-6755 or at (916) 657-9903 if Linda is unavailable or if you have other telecommunications questions unrelated to the directory.



SANDRA BIERER, Chief
Office of Network Services

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